

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, December 5, 2016

Board Members Present: S. King, B. Clancy, J. Mitchell, L. Franke, B. Osgood,

Others Present: D. Zadnik, A. Nizzia, C. Maricque, J. Driessen

1. Call to Order.

The meeting was called to order by Chair S. King at 3:30 PM.

2. Action Item: Approval of October 26, 2016 and November 3, 2016 Board Minutes.

Motion made by J. MITCHELL, seconded by B. OSGOOD, that the minutes from the October 26 and November 3 Board meetings be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Approval of Agenda

Motion made by L. FRANKE, seconded by J. MITCHELL, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Board Meeting Calendar – Remainder of 2016-17

S. King will call in for meetings when he is out of town for all dates except January 16, 2017. B. Clancy will run meeting for S. King when he is not present.

Motion made by J. MITCHELL, seconded by B. OSGOOD, that the new calendar of Board Meetings for the remainder of the 2016-17 school year be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations

S. King mentioned that the excess funds raised for the Sensory Courtyard may need to be reviewed and possibly be used to pay off the mortgage for the Parent Organization's duplex. C. Maricque mentioned that a maintenance fund should be established for the Sensory Courtyard. Currently there is about \$147,000 in the Sensory Courtyard fund and the outstanding mortgage is about \$130,000. Pledges and donations will need to be reviewed for restrictions.

Motion made by L. FRANKE, seconded by J. MITCHELL, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills

C. Maricque mentioned that September payments include budgeted maintenance projects for the Gym Wall and Garage Roof. In addition, an unbudgeted payment was made to Tweet Garot for a repair to the Dextron unit. The final payment was also made for the server migration. Included in October payments was the purchase of two vans which were funded by Donations and the Parent Organization.

Motion made by B. CLANCY, seconded by L. FRANKE, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report

L. Franke discussed the length of the financial reports and the requested clarification on the Board's responsibility regarding the review of the statements. J. Mitchell indicated that the Board has a fiduciary responsibility to review the financial information. A request was made to provide a summarized report that would allow an overall review of the financial information. If any board members had a concern after reviewing the summarized report, additional details could be provided. C. Maricque indicated that a summarized report by function could be created for the next meeting.

Motion made by B. OSGOOD, seconded by B. CLANCY, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Additional Staff (.2 FTE Early Childhood Teacher and .2 FTE Early Childhood Aide January 3, 2017- June 1, 2017)

D. Zadnik reviewed that an increase in students serviced in a District has created a need for additional staff. B. Osgood questioned how the .2 FTEs were determined. J. Driessen indicated that the two .2 FTEs were determined by feedback from staff that additional staffing was needed on Tuesday and Thursday afternoons due to the number of students during those times. There are current County employed teacher and aide that could add the additional afternoons to their schedules.

Motion made by J. MITCHELL, seconded by B. OSGOOD, that the additional staff as recommended by administration be approved. MOTION CARRIED UNANIMOUSLY.

9. Discussion Item: Administrators' Report

D. Zadnik identified a few areas that are currently being addressed. The first item is that DPI is requiring the school to electronically report student information to DPI,

but there is not a student information system. DPI will provide an Alternate Reporting Method (ARM) to the CDEB for reporting this information this year. In order to use this method, a memorandum of understanding will need to be signed with DPI that the CDEB will purchase a student reporting system by July 1, 2017. The student information system is a database that includes items such as attendance, disciplinary information, and testing results.

Although Syble Hopp is not a district, but instead a placement option for districts, DPI WISEdata collection system is still requiring Syble Hopp to report electronically.

Prior to this change, these data requirements were reported by the districts and data requirements were not being sent by CCDEBs. Tracy Moate from Walworth CDEB and Nissan Bar-Lev met with Barb Van Haren from DPI to discuss their concerns with CCDEBs reporting this information because it is the responsibility of the districts and CCDEBs are a placement option for the district. Despite their efforts, DPI is still requiring this information to be sent by the CCDEB. All schools were required to be compliant by September 1, 2016, but schools are able to use the ARM until July 1, 2017.

A student information system will have both an implementation cost and an annual maintenance fee. J. Mitchell questioned the benefit of such a system to Syble Hopp. Although an automated system would improve the current manual system, the requirement to implement a system is a compliant issue with DPI. A. Nizzia provided an example how the current attendance tracking processes will be improved, since there are currently three attendance reporting formats. The system also requires schools to report seclusion and restraints. This may be a positive due to our staff training, this does not occur often. Although the reporting is for compliance, it also provides validity to our services.

J. Mitchell asked if the new system will require additional staff. Administration felt that the current staff would be able to maintain the system.

D. Zadnik indicated that the 2017-18 school calendar is currently being worked on and will be brought to the Board in January for approval. In addition, he reported that the school will be joining the Wisconsin Education Career Access Network (WECAN) which will allow the school to post vacant positions on the network. Finally, the school will be on the County's fiber the end of January for internet services.

A. Nizzia reported that the students and their families held a fundraiser at school for the Miracle League's new field. Staff and students raised \$2,000 for the new field. There about 40 Syble Hopp students that participate in the Miracle League. The student visited the Northern Building and De Pere City Hall for caroling.

S. King asked if the students will be visiting the Nicolet Bank. A. Nizzia indicated

that the students would be coming the week after the Holiday Program.

J. Driessen discussed that the district enrollment continues to climb. District staff's morale has been positive. B. Clancy asked how many student were there in the district programs. J. Driessen responded that there were 123 students in the district programs for Early Childhood through 8th Grade.

10. Discussion Item: Parent Organization Report

A. Nizzia reported that 823 cases of nuts were ordered, but the program received 923 cases. There are still 140 cases to be sold. Kris Brassil, the Parent Organization's Secretary, distributed an update to parents that included a pie chart to illustrate how the funds are spent. A. Nizzia and C. Maricque met with the Winter Blast Committee.

11. Discussion Item: Administrator Search Update

J. Mitchell distributed an update from School Exec Connect. They are working with Syble Hopp administration to finalize the Syble Hopp template. There are four focus group meetings being held on Monday, December 12th. The focus groups will be broken down as follows: current Syble Hopp Administrators, School Directors of Special Education and Former/Other Administrators, Syble Hopp Staff, and Syble Hopp Parents.

After the focus groups are completed, School Exec Connect will create the new Administrator Leadership Profile. After the Board has approved the profile, the profile will be posted.

L. Franke will be attending the focus group, representing the BCCDEB.

12. Discussion Item: Brown County Board Commendation for Barb Natelle

B. Clancy was approached by the County Board to give a Proclamation for Barb Natelle. Board members were in agreement that acknowledgement from the County Board for her service is well deserved and should occur.

13. Executive Session: The Board will move to executive session as allowed by Wisconsin stats 19.85 (1)(c)(e) to discuss retiree insurance.

Motion made by J. Mitchell, seconded by B. Clancy, to move to Executive Session. Motion carried.

14. Action Item: Retiree Insurance

Motion made by L. FRANKE, seconded by B. Osgood, to roll over current retiree balances up to \$2,000 for each month until the employee reaches 65 into a separate VEBA, allowing retirees not enrolled in retiree medical insurance to determine if they want their balance rolled to a VEBA. MOTION CARRIED UNANIMOUSLY.

Motion made by J. Mitchell, seconded by B. Osgood, to defer the discussion for future retirees that are current employees with banked sick leave balances to the January BCCDEB meeting. B. Clancy abstained. MOTION CARRIED.

15.Action Item: Adjournment

Motion made by J. Mitchell, seconded by B. Osgood, to adjourn at 4:55 PM. MOTION CARRIED UNANIMOUSLY.